



Samakhushi, Ranibari Marg-29, Kathmandu

Phone: 4352831, 4386217

Email: [info@ncmtcollege.edu.np](mailto:info@ncmtcollege.edu.np), [ncmtcollegenepal@gmail.com](mailto:ncmtcollegenepal@gmail.com)

Web: [www.ncmtcollege.edu.np](http://www.ncmtcollege.edu.np)

## Prospectus



# BHM-BBA

Enriching  
Hospitality  
in You !



**LINCOLN**  
UNIVERSITY COLLEGE  
DKU016 (B)

# ADVISORY BOARD

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Honorary consul of the Republic of Estonia to Nepal  
Managing Director of Nepal Environmental Trek & Expedition and Nexus  
Travel & Tours  
President of Tourism Entrepreneur Organization-Nepal (TEO-N)

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नेपाल सरकार  
शिक्षा मन्त्रालय

(..... शिक्षण संस्था समन्वय शाखा)

फोन नं.

सिंहदरबार,  
काठमाडौं, नेपाल।

पत्र संख्या:- विशिसं.११६।०७।०७२

चलानी नं.:-

मिति: २०७।०६।३०

विषय:- सञ्चालन अनुमति सम्बन्धमा।

नेशनल कलेज अफ म्यानेजमेन्ट एण्ड टेक्निकल साइन्स प्रा.लि.  
सामाखुसी, काठमाडौं।

त्यस कम्पनीले देहायको शैक्षिक कार्यक्रम सञ्चालन गर्न पाउँ भनी मिति २०६९।९।२६ मा दिएको निवेदन उपर कारवाही हुँदा उच्चस्तरीय मूल्याङ्कन तथा अनुगमन समितिको सिफारिसमा विदेशी शिक्षण संस्थाको सम्बन्धनमा उच्च शिक्षा सञ्चालन गर्ने सम्बन्धी निर्देशिका, २०५९ ले तोकेका सर्तहरू, संलग्न सूचीमा उल्लिखित थप सर्तहरू तथा त्यस प्रा.लि. र यस मन्त्रालय बीच भएको सम्झौता समेतको पूर्ण पालना गर्ने गरी कक्षा सञ्चालन गर्न यस मन्त्रालयको मिति २०७।०६।२३ को निर्णयानुसार यो सञ्चालन अनुमति प्रदान गरिएको छ।

(क) कम्पनीको नाम: नेशनल कलेज अफ म्यानेजमेन्ट एण्ड टेक्निकल साइन्स प्रा.लि.

(ख) कलेजको नाम: नेशनल कलेज अफ म्यानेजमेन्ट एण्ड टेक्निकल साइन्स

(ग) सञ्चालन स्थल: का.म.न.पा. वडा नं. २९, सामाखुसी, काठमाडौं

(घ) सम्बन्धन दिने विश्वविद्यालय: Lincoln University College, Malaysia

(ङ) अनुमति प्राप्त कार्यक्रम तथा अवधि: Bachelor of Science (Hons) in Hospitality Management र BBA

(डा. डिल्लीराम रिमाल)  
सहसचिव

बोधार्थ:

श्री विश्वविद्यालय अनुदान आयोग, सानोठिमी, भक्तपुर।

श्री त्रि.वि., पाठ्यक्रम विकास केन्द्र, किर्तिपुर।

# About US

## Introduction

Education is the basic need in the modern world. Society cannot develop in absence of education. Educated people contribute to economic growth and prosperous society. National College of Management and Technical Science, Kathmandu started its journey with a motto of "Quality Education in Management and Technical Science." National College of Management and Technical Science, Kathmandu is an assembly of prominent scholars, educationist and professionals as a team to create a quality educational institution since the year 2013 AD.

Located by the main road of Samakhushi, Kathmandu, it is free from traffic noise. Students can make use of public transportation or College bus. The building is in sound condition even after the 2015th Earthquake.

## Mission & Vision

The mission of The College is to develop socially responsive, creative and result oriented management professionals that will fill up the middle & then upper level managerial positions in today's rapidly growing business as well other sector in Nepal and abroad.



## Goal

The main Goals of The College are;

- » To produce high quality students to take up middle level managerial positions in the business and other sector.
- » To impart innovative and practical skills required in business management that will help students understand solve practical problems creatively.
- » To provide professional management education with a blend of computer and management information system course.
- » To prepare students to proceed onto post graduate level study in Hotel & Business Administration





## About University

Lincoln University College (LUC) Petaling Jaya, was established in 2002 AD. It is one of the premier private institutions approved by Ministry of Higher Education and Malaysian Qualification Agency (MQA), Malaysia. It is located in the town of Petaling Jaya, just 10 km west of the capital city of Kuala Lumpur. The LUC ensures success for the all students not only in their academic studies but also in their choice of career. The university offers degree from Certificate level to PhD level in the various schemes of education such as Medical, Information Technology, Business Administration, Hotel and Hospitality, Engineering, Health science, etc. The University is approved by Ministry of Education (MOE) and its curriculum equivalent by CDC (TU) Nepal.

## Our Features and Facilities

- » Class room including corridors and practical labs contains wall to wall carpet floor.
- » Class room contains adequate light and air supply and is fully multimedia operated.
- » Class room including other public areas of the college is 24/7 monitored by cctv structure.
- » Practical labs are operated with latest and well managed tools, machines, equipments, furniture, electrical, etc.
- » A separate parking compound is available with the capacity of 20 motorcycles, 50 cycles and 10 cars.

- » Indoor and Outdoor sports activity such as chess, carom board, table tennis, Bat mention, Basket ball, pool, etc are the regular. However the participating in national tournaments will be highly encouraged.
- » Library is equipped with all the necessary text books, notes, magazines and stationary.
- » College bus is available to pick and drop.

## Our Services

- » Non Chargeable Career and job counseling
- » Job Placement Assistance
- » Internship placement & Assistance

# *About* **BHM & BBA**

## **Bachelor of Science (Hons.) in Hospitality Management**

BHM is a 147 credit hours course waived within 8 semesters of the full academic 4 years. Hospitality within several industries is as crucial as in the tourism industry. It is a never ending process for which every year directly and indirect the employment opportunities are enriching in the career field of Hotel, Resorts, Cruises, Banks, Enterprises, Casinos, Hospitals, Embassies and so on. That is why BHM in NCMT College offers radical professional hospitality education and skill that suits our scholar to pursue their creativity to the real hospitality world.

## **Bachelor of Business Administration**

BBA is a 120 credit hours course waived within 8 semesters of the full academic 4 years.

Hospitality within private organization and enterprises is the recent phenomenon. Therefore, Intangible services provided along the tangible service can result to the customer's and job satisfaction. That is why BBA in NCMT College offers a basic to the professional management education that suits to our scholar to pursue their dreams to the real corporate world.





**Lincoln University College**

Mayang Plaza, Block A  
No 1 Jalan SS 26/2  
Taman Mayang Jaya, 47301  
Petaling Jaya, Selangor Darul Ehsan  
Malaysia.

**Lincoln University College  
(Extended Campus)**

No. 2, Jalan Stadium, SS 7/15,  
Kelana Jaya, 47301  
Petaling Jaya, Selangor Darul Ehsan,  
Malaysia.



## Assessment & Assignment

- » All the students' projects and class assignments (CA) are subjected to the property of university and must be submitted within the deadlines each semester. Late submission shall delay/withheld the result and shall the late fine be charged.
- » Semester Board exams will be conduct by university in the published date sheet including Saturday and holidays.
- » Internal and external marks carry equally importance in the final mark sheet.
- » Invigilators and exam center might be changed on each board exam. Internal exam shall be held within the college property.

## Admission *process & eligibility*

**Steps:**

» **Application**

- Application form ( can also be download)
- 4 pp size blue background photo
- Copy of all Academic documents
- Copy of Citizenship card or Birth certificate

» **Written exam**

» **Group Discussion**

» **Personal interview**

12 pass or Equivalent in any stream from the recognized Board with minimum 2nd Division.



# Course Outline: Bsc (Hons.) in Hospitality Management (BHM)

## First Year - First Semester

S.N.	Subjects	Subject Code	Credit Hr
1	Introduction to Hospitality & Tourism Management	BHM 6154	3
2	Housekeeping Operation	BHM 6011	4
3	Front Office Operation	BHM 6012	4
4	Food & Beverage Service Skill	BHM 6243	4
5	Fundamental of Computer in Hotel : Concept and Application	COMP101	4
6	English for Academics	ENG 6003	3
	<b>Total</b>		<b>22</b>

## Second Year - Third Semester

S.N.	Subjects	Subject Code	Credit Hr
13	Food Science and Nutrition	BHM 6301	4
14	Accounting for Hospitality	BHM 6302	3
15	Food Production Management	BHM 6316	4
16	Beverage Study	BHM 6120	4
17	Hospitality HRM	BHM 6193	3
18	Hotel French	FRN 1001	3
	<b>Total</b>		<b>21</b>

## Third Year - Fifth Semester

S.N.	Subjects	Subject Code	Credit Hr
25	Revenue Management	BHM 6119	3
26	Purchasing and Cost Control	BHM 6315	3
27	Statistics	STAT 0001	3
28	Public Relation	BHM 6118	3
29	Hospitality Training and Development	BHM 6121	3
30	Hospitality Law	BHM 6123	3
	<b>Total</b>		<b>18</b>

## Fourth Year - Seventh & Eight Semester

S.N.	Subjects	Subject Code	Credit Hr
35	Industrial Training/ Internship	BHM 6916	24
36	Internship Report	BHM 6917	6
	<b>Total</b>		<b>30</b>
	<b>Grand Total</b>		<b>147</b>

## First Year - Second Semester

S.N.	Subjects	Subject Code	Credit Hr
7	Front Office Management	BHM 6021	4
8	Housekeeping Management	BHM 6022	4
9	Food Production Operations	BHM 6314	4
10	Food & Beverage Service Management	BHM 6244	4
11	Hospitality English	ENG 6004	3
12	Fundamentals of Management	BHM 6163	3
	<b>Total</b>		<b>22</b>

## Second Year - Fourth Semester

S.N.	Subjects	Subject Code	Credit Hr
19	Food and Catering Management	BHM 6317	4
20	Introduction to Economics	ECO 6701	3
21	Organizational Behavior	BHM 6116	3
22	Entrepreneurship	BHM 6123	3
23	Restaurant Business operation/ Analysis	BHM 6254	4
24	Hospitality Service Marketing	BHM 6111	3
	<b>Total</b>		<b>20</b>

## Third Year - Sixth Semester

S.N.	Subjects	Subject Code	Credit Hr
31	Hotel Maintenance	BHM 6801	4
32	Event Management	BHM 6433	4
33	Tourist Behavioral Science	BHM 6457	3
34	Research Methodology	BHM 6118	3
	<b>Total</b>		<b>14</b>



# Course Outline: Bachelor of Business Administration (BBA)

## First Year - First Semester

S.N.	Subjects	Subject Code	Credit Hr
1	Business English I	BBA 1113	3
2	Principles of Management	BBA 1133	3
3	Microeconomics	BBA 2413	3
4	Introduction to Accounting	BBA 1143	3
5	Fundamental of Computer Principles & Programming	BBA 1153	3
	<b>Total</b>		<b>15</b>

## Second Year - Third Semester

S.N.	Subjects	Subject Code	Credit Hr
11	Business Organization	BBA 1313	3
12	Quantitative Methods (Statistics)	BBA 2523	3
13	Business Communication	BBA 1123	3
14	Product & Operation Management	BBA 643	3
15	Entrepreneurship	BBA 1243	3
	<b>Total</b>		<b>15</b>

## Third Year - Fifth Semester

S.N.	Subjects	Subject Code	Credit Hr
21	International Business Management	BBA 2543	3
22	Marketing Management	BBA 3733	3
23	Business Ethics	BBA 2513	3
24	Sociology	BBA 1263	3
25	Management Information System	BBA 2533	3
	<b>Total</b>		<b>15</b>

## Fourth Year - Seventh Semester

S.N.	Subjects	Subject Code	Credit Hr
31	Retail Management (RM)	BBA 3713	3
32	Event Management	BBA 3723	3
33	Business Environment	BBA 3755	3
34	Business Research Methods	BBA 3843	3
35	Business Finance	BBA 3766	3
	<b>Total</b>		<b>15</b>

## First Year - Second Semester

S.N.	Subjects	Subject Code	Credit Hr
6	Human Resources management	BBA 1213	3
7	Principles of Marketing	BBA 1223	3
8	Internet Fundamental & Applications	BBA 1233	3
9	Macroeconomics	BBA 2553	3
10	Business English II	BBA1253	3
	<b>Total</b>		<b>15</b>

## Second Year - Forth Semester

S.N.	Subjects	Subject Code	Credit Hr
16	Business Law	BBA 1323	3
17	Project Management	BBA 2423	3
18	Introduction To Financial Accounting	BBA 2433	3
19	Company Law	BBA 2453	3
20	Psychology	BBA 3763	3
	<b>Total</b>		<b>15</b>

## Third Year - Sixth Semester

S.N.	Subjects	Subject Code	Credit Hr
26	E-Commerce	BBA 2463	3
27	Organizational Behavior	BBA 2633	3
28	Consumer Behavior	BBA 2443	3
29	Strategic Management	BBA 3813	3
30	Innovation Management For Global Competitiveness	BBA 3823	3
	<b>Total</b>		<b>15</b>

## Fourth Year - Eighth Semester

S.N.	Subjects	Subject Code	Credit Hr
<b>Specialization :Option 1 (Marketing Group)</b>			
36	Marketing Research	BBA 3853	3
37	Multinational Enterprise	BBA 3863	3
38	Logistics and Supply Chain Management (LSCM)	BBA 3743	3
39	Bachelor's Thesis on Internship (Internship Project)	BBA 3913	6
	<b>Total</b>		<b>15</b>
<b>Specialization :Option 2 (Finance Group)</b>			
40	Banking and Insurance	BBA 3855	3
41	Taxation and Auditing	BBA3866	3
42	Financial Management	BBA3877	3
43	Bachelor's Thesis on Internship (Internship Project)	BBA3913	6
	<b>Total</b>		<b>15</b>
	<b>Grand Total</b>		<b>120</b>



# Internship & Placement Tie up's



## Student's Voice



"I have been through all the BHM and hospitality related college after my +2, but while going through this college, I see my future. I meet my need in NCMT collage. I have been through all the professional lecturer and I found that they not only teach what they have been taught by their teacher but also they teach what they have learned and experience from their life. So, I think I am at the top and advanced learning phase at National College of Management and Technical Science."

Sajan Sanjel  
BHM-6th Semester (11/14 Intake)

"National College of Management and Technical Science is the best for me which has imported quality education apart from extra-curricular activities (ECA) and extremely qualified and adequately experienced teachers in a friendly and interactive manner. It also has provided all sorts of facilities which increase the creativity, knowledge and reasoning power of students. The beautiful environment, qualified and cooperative teachers have made the college really an ideal educational zone. I realize from the core of my heart that I have chosen the right college to fulfill my expectations."



Aasish Rai  
BHM- 4th Semester (11/15 Intake)



"Since I was searching a good college to accomplish my BBA course, I found NCMT as the best. NCMT not only gives the quality education, it also encourages its member to pursue the respect and admiration. Now, I am very proud of getting NCMT and its cozy environment to enhance my knowledge in the assistance of its qualified and experienced faculties. The learning process in NCMT is much more practical with the accompaniments of theoretical knowledge. So, I recommend the +2 passed pupils to join in NCMT for your bright career formation. Come and join us to start the career worldwide in the field of Management."

Ramita Shrestha  
BBA – 4th Semester (11/15 Intake)





NCMT has made learning fun as it is a place where every day brings a new reason to smile. NCMT has continuously helped us evolve ourselves to success. BBA in NCMT has helped me to develop my intellectual ability and managerial skills through an appropriate blend of curriculum, events and activities. NCMT has not only provided us highly qualified faculties also facilitate our involvement in projects and presentations that sharpen our skills and develop organizational and social insights. Hence, I feel proud to be a part of our NCMT family and also recommend the high school graduates to join us for your bright future.

Lasta Maharjan  
BBA, 2nd semester

Before searching for the BHM College, you need to know, why you are going to study the BHM (Bachelor in Hospitality Management). You can get the different answers from different people, I choose this because it is the shortest form of the way to make your career (or enter) in the hospitality industry. Then, I was on great confusion that which college is suitable for the hospitality management? Splitting from a lot of friends, I came to know about National College of Management and Technical Science (NCMT), where I found the freedom for education through the practical and theoretical knowledge which we need in this competitive market. I am glad that I got what I want. Thank you NCMT for the knowledge and skill that you have given to me.

Laxman Bharati  
BHM, 2nd semester (morning)



The best thing for me at NCMT was that teachers, to students are like family. There is a real personal care for every student and you will get real life opportunities to know about industry from operational to managerial part in college .NCMT is perfect college which is suitable for BHM .The course design, managerial behavior, teaching style, atmosphere and teachers of NCMT are really nice. It also provides the right atmosphere for students who truly learn within a multicultural and diverse environment .I would describe the NCMT as exciting and dynamic entity to learn. In a very creative way However, the college not only helps to excel in academic field, but also teaches a lot about different cultures, so I would like to recommend all the high school graduates students to join NCMT for your bright future and career.

Pooja Shrestha  
2nd Semester , BHM (Day)



# NCMT - GLIMPSE

**WELCOME  
&  
ORIENTATION-  
2016**



**ACTIVITIES -  
WORKSHOP &  
OUTDOOR**

**VISIT  
FROM  
LUC**



**NCMT - GLIMPSE**

# NCMT - GLIMPSE

## AUXILIARY



## PRACTICALS



## Faculty Strength

1. Sangita Pradhan	Hospitality	12. Bina Karki	Food Science And Nutrition
2. Karuna Karki	Food Production	13. Rajesh Neupane	Financial Accounting
3. Anju Poudel	Housekeeping	14. Saroj Shah Thakuri	Entrepreneurship
4. Mausam Karki	Restaurant Business Analysis	15. Jeebnath Regmi	French
5. Achut Pudasaini	Food And Beverage	16. Gorakh Karki	Food And Catering Management
6. Diwas Babu Pokhrel	English	17. Shiva Khatiwada	Economics
7. Aditya Thakur	Computers	18. Anil Guragain	Human Resource Management
8. Diken Shrestha	Fundamental Of Computers	19. Nojal Koirala	Tourist Behavioral Science
9. Sudip Khadka	Front Office	20. Udeyan Regmi	Company Law
10. Achut Adhikari	Project Management	21. Bikash Bidari	Event Management
11. Neeru Oli	Fundamental Of Management	22. Jagannath Poudel	Principle Of Management

## Practical Strength

1. Abhisesh Khanal	Bar And Beverage	6. Pramod Khadka	Food And Beverage Service
2. Rajendra Karki	Bar And Beverage	7. Sita Pakhrin	Housekeeping
3. Ram Panta	Kitchen	8. Achut Pudasaini	Food And Beverage Service
4. Shyam Rai	Kitchen	9. Sangita Pradhan	Front Office
5. Bimu Raj Giri	Kitchen		

## Features/Facilities

- Walking Distance from Samakhushi halt, Kathmandu
- Wall to Wall Carpeting
- Multimedia class room
- Internationally recognized Curriculum
- Affordable tuition fee
- Professional lecturers
- Elaborated practical labs & Demo Kitchen
- Computer lab & Wifi zone
- E-library (LLS)
- Ample parking space
- Recreational such as Chess, Badminton, Table Tennis, Pool, Coffee Making, Casino Gaming (Proposed) etc.
- Paid Internship Nationally and Internationally
- 1 year straight Internship (BHM)
- Scholarship (per semester) for deserving student
- Post job assistance and many more...

## Administrative Staff

- |                       |                   |
|-----------------------|-------------------|
| • Pramod Kumar Baniya | Chairperson       |
| • Rajan Babu Kunwar   | Principal         |
| • Bikash Bidari       | Vice-Principal    |
| • Sudip Khadka        | Academic Coor     |
| • Ranjita Adhikari    | Admin Officer     |
| • Twinkal Shrestha    | Assistant Admin.  |
| • Binod Bhandari      | Account Officer   |
| • Riddhima Khanal     | Front Desk Office |
| • Raju Ghale          | Store Keeper      |
| • Shovan Bist         | Librarian         |
| • Nischal Lama        | Security Guard    |
| • Sarada Dhakal       | House Keeper      |
| • Bhawana Lama        | House Keeper      |



# Mandatory Rules & Regulation

## Prohibition of Ragging

- » Ragging in any form is strictly prohibited within the college premises and outside. Ragging includes individual and collective acts or practice which
  - Involve physical assault or threat and/or use of physical force.
  - Violate the status, dignity and honor of students belonging to their ability and castes.
  - Expose students to ridicule and contempt and affect their self- esteem.
  - Entail verbal abuse and aggression.
- » In case of any students who may have obtained a degree of university or college, is found under the practice of ragging, he/she may be subjected to appropriate action for withdrawal of degree conferred by the university/college.
- » The abetment of ragging will also amount to ragging.
- » A committee of five members has set up to redress complaints related to sexual harassment and student can avail information from the HOD, Academic.

## Discipline

- » All powers relating to discipline and disciplinary action are vested in the Principal or his/her nominee. The principal may, in the exercise of his/her power order or direct:-
  - That any student or students be expelled, or
  - Any student or students, for a stated period, be rusticated, or
  - For a stated period, be not admitted to a course or courses of study in a college, or
  - Be fined with a sum of rupees that may be specified, or
  - That the result of the concerned student or students in the examination or examinations in which he/she has appeared be cancelled.
  - Playing holi/Fagu inside the college premises is strictly prohibited; disciplinary action will be taken against any student found guilty of violating this rule.

## Proctorial Board

- » A Proctorial Board, consisting of the members of the teaching staff and students class representative, will be jointly responsible for the maintenance of discipline in the college. The following code of conduct is expected from the students;
  - To carry identity and library cards to college every day.
  - To maintain silence in the 'SILENCE ZONE' i.e corridors, inside and outside class rooms, front desk, etc.
  - To attend all lecture, tutorial and extra-curricular activity regularly.
  - To keep mobile phones switched off during classes and not to carry mobile phones during examination.
  - To switch off lights and fans before vacating the classroom.
  - To read Notice boards every day.
  - To use library or canteen during free time to avoid disturbing classes.
  - To desist from tearing of pages of library books.
  - To assist college authorities in maintaining greenery.
  - To report all cases of indecency and misbehavior to the college authorities.
  - To observe self discipline, cleanliness and punctuality.
  - Not to use unfair means during examination.

## Contracts

- » Students shall not enter into any contracts in the name of the college except with prior written authorization from college officials vested with the authority to sign a contract on the behalf of the College.

## Ncmt Email Account

- » Students are responsible for checking their NCMT assigned email accounts on a regular basis. Official notifications and information may be sent to a student's email account. Students who use other email accounts should make sure they are monitoring their NCMT email accounts as well.

## Smoking, Drugs And Alcohol

- » College is a "Smoke-Free, Alcohol free and Tobacco Free Zone". Smoking, alcohol drinking or the distribution & consumption of tobacco products are prohibited on College property, including in any building, facility, or structure and on real estate that is owned or leased. Students who violate this provision may be subject to the Student's Discipline Code of Conduct.

## Theft

- » Violations of this regulation include the theft of services or theft of property owned by either an individual or the College from its authorized location and will be deal as per the regulation.
- » The College shall not responsible for the personal belongings of students.

## Weapons

- » Any weapon or object that may be considered a weapon by the College in its sole and absolute discretion, or any object that may cause bodily harm to the bearer or another individual is strictly prohibited. In unclear cases of definition, the context in which a particular object is used shall determine whether it is a weapon, such determination to be made by the College in its sole and absolute discretion. Objects that are included in this category, but not limited to, are firearms, stun guns, pellet guns, explosives, dangerous chemicals, ammunition, bows & arrows, knives, slingshots, etc.
- » Possession of fireworks (firecrackers, bottle rockets, etc.) of any variety, manufactured by either an individual or a company is prohibited.

## Language

- » Preferable language is English. However, Nepali or Hindi under exceptional circumstance.

